

Listing Number: 476-21-03  
Salary: \$ 2,453/month - \$3,212/month

Opening Date: 12/7/2020  
Closing Date: Until Filled  
(Agency Use): \_\_\_\_\_

STATE AGENCY  
JOB VACANCY NOTICE

POSITION TITLE: License and Permit Specialist I CLASSIFICATION #: 0170 Salary Group: B12

AGENCY: Texas Racing Commission ADDRESS: 8505 Cross Park Drive #110, Austin, TX 78754

WORK LOCATION ADDRESS: 8505 Cross Park Drive #110 Austin 78754 (See travel requirements.)

REFER TO: Connie Estes TELEPHONE: 512 833-6699

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job \_\_\_\_\_  
Temporary \_\_\_\_\_ Will terminate on \_\_\_\_\_  
Part Time \_\_\_\_\_ Hours/Week 40

TYPING: YES X NO \_\_\_\_\_ W.P.M. 40 SHORTHAND: YES \_\_\_\_\_ NO X W.P.M. \_\_\_\_\_

TEXAS DRIVER'S LICENSE: YES X NO \_\_\_\_\_ Operator X Commercial \_\_\_\_\_ Chauffeur \_\_\_\_\_

TRAVEL REQUIRED: YES X NO \_\_\_\_\_ SHIFTS: 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ ROTATING \_\_\_\_\_

POSTING APPROVED BY Executive Director on December 7, 2020

GENERAL DESCRIPTION:

Performs moderately complex work at Commission headquarters and at the licensing offices at pari-mutuel racetracks. Reviews license applications. Works under general direction with limited latitude for use of initiative and independent judgement. Work is subject to close supervision until the procedures are learned. A supervisor will periodically review work in progress and upon completion for conformance to the procedures. Normal workweek at Austin Headquarters is Monday – Friday, 8 am to 5 pm. Due to COVID-19 restrictions, may work from home. Must occasionally be able to work up to five-days to six-days a week (including Saturdays and/or Sundays) at agency's licensing offices at pari-mutuel racetracks.

ESSENTIAL:

- ♦ Checks details on required applications and forms for completeness, accuracy and legibility.
- ♦ Assists licensees with preparing forms, if necessary.
- ♦ Computer data entry of information retrieved from application forms.
- ♦ Assembles and files material by predetermined categories.
- ♦ Gives routine information to the public by phone, mail or in person.
- ♦ May type routine correspondence, reports, requisitions and other material.
- ♦ Prepares daily reports, prepares and balances receipts and deposits to proper account, conforming to procedures established by agency rules and regulations.
- ♦ May travel up to 30% of time as required.
- ♦ Performs related work as assigned.

EXPERIENCE AND EDUCATION:

Graduation from an accredited four-year college or university with major course work in office practices/business. Clerical work experience may be

substituted for the required education on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of business terminology, spelling, grammar, arithmetic, and office practices and procedures. Good interpersonal and communication skills. Ability to understand and communicate with persons of various educational and skill levels. Ability to understand and follow instructions and to adhere to prescribed agency routines. Ability to gain a thorough knowledge of agency services and rules and regulations involved in providing these services. Ability to provide excellent customer service. Ability to speak Spanish is preferred, but not required.

MILITARY OCCUPATIONAL CODES:

Veterans, Reservist or Guardsmen with a MOS or additional duties that fall in the fields 270A, 71L, 3A1X1 and 3A000, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_AdministrativeSupport.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf)

DISCLOSURE:

All Commission employees must undergo a criminal history background check. The Texas Racing Act contains additional provisions that set out causes for rejection of employment. (Will be provided upon request.)

HOW TO APPLY:

Submit a State of Texas Application for Employment referencing the above position number and title to:

Texas Racing Commission, Attention: Connie Estes  
PO Box 12080, Austin, TX 78711-2080. You may request an application from the Commission office at 8505 Cross Park Drive, Suite 110, Austin, TX 78754, phone (512) 833-6699, fax (512) 833-6907 or visit our website at <http://www.txrc.texas.gov> Resumes may be submitted in addition to, but not in lieu of, the employment application.

TEXAS WORKFORCE COMMISSION

Date posted on site: \_\_\_\_\_

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